

## THE BASIS FOR BICC BUDGETING AND STAFFING

### RATIONALE AND BACKGROUND FOR BUDGETING

Periodically, the membership of any organization should review its goals and achievements and recommit the organization to timely and relevant objectives.

At this point in BICC's growth, the executive committee and membership should review its financing, goals and objectives. Formed early in 1963 and growing to a staff level of four persons - an Executive Director, a Consultant, and two secretaries - it was felt that four people were adequate to deal with the problems and BICC's original mandate.

In 1971, BICC was mandated by its executive committee and by circumstances to perform in areas not only related to its basic manpower objectives. We broadened the scope of our organization to include: job placement; training; research development; human relations and special projects.

### JOB PLACEMENT

Since its inception, BICC has been charged with responsibility for job placement and developing jobs throughout the business community. It has continued in that role, and recently it has cooperated very closely with the Urban League of Essex County. Some feel that with the Urban League and BICC performing similar functions there is duplication of effort; however, we prefer to feel that there is such a great need for job placement in the Newark area that these two agencies alone cannot make more than a small dent in the problem.

Where the Urban League of Essex County is staffed specifically for the function of job development and creating employment for minority people, BICC prefers to think of its activities as being broader. Our staffing concept is to use the same people in many different roles within the agency. Our employees work in various areas, including the placement, training research and development of job opportunities, aspects of human relations, and special projects.

#### TRAINING

Recognizing the need for a career development training program in clerical, secretarial and basic office skills, BICC has created four programs so far. They are underway at Mutual Benefit Life Insurance Company, New Jersey Bell Telephone Company, Prudential, and Rutgers - where our trainees use IBM equipment. These programs were started in January, 1971, at which time it was indicated that over 1,100 people would be counseled. BICC has also continued its after-hour training programs for bank tellers, computer programmers and other office workers.

During 1970 and 1971, BICC was briefly involved with a consortium in conjunction with the Greater Newark Chamber of Commerce and the National Alliance of Businessmen that was established to process approximately 500 employees. The Chamber has proceeded without BICC's assistance in the much more modest program which now has ten employees and 46 job openings.

#### RESEARCH AND DEVELOPMENT

Under the banner of research and development, BICC worked with the Newark Board of Education to introduce relevant curricula and offer externship training programs for teachers to learn practical aspects of business. During 1970, the externship experience attracted much attention. During 1971, BICC worked closely with Prudential to construct a relevant curriculum to teach people to read effectively and to increase their reading comprehension. Reading comprehension seems to be a key to the effective testing of potential employees.

There has been deep concern for the Spanish-speaking population which suffers from its inability to speak English and in many cases an inability to read and write Spanish. This problem has resulted in an interesting and potentially exciting project that BICC is attempting to create in conjunction with the Prudential Insurance Company. BICC has submitted a proposal to Prudential

which would create a program based on English as a second language. We expect that such a program would not only be effective for the 55,000 Spanish-speaking people in the Newark area, but also have broader national use.

HUMAN RELATIONS

BICC has been charged with assisting the establishment of implant training and sensitivity programs for business and industry. We have recently undertaken a survey related to testing, specifically studying the atmosphere in which tests are given in various businesses. Our organization has also been instrumental in creating a human relations course for supervisors and management personnel at the College of Medicine and Dentistry of New Jersey, in Newark. We are also attempting to create seminars for supervisory business people in the Essex County area.

SPECIAL PROJECTS

BICC policy is to assist organizations like the Greater Newark Chamber of Commerce, local colleges, universities, and schools, the Greater Newark Urban Coalition, the Urban League of Essex County, and other organizations attempting to improve the City of Newark. BICC has worked closely with the Board of Concerned Citizens at the New Jersey College of Medicine and Dentistry to create a career-ladder development program and has aided in the administration of some of the changes that are being made at the college to bring it closer to the community.